

Traffic Guidelines

General Information

In preparation for the event, we would like to provide you with some important information on traffic management at the Leipzig Exhibition Centre. We request that you also inform your stand construction companies, service providers and agencies. Please also observe the Technical Guidelines of Leipziger Messe GmbH, in particular

Section 1.1. House Rules of Leipziger Messe GmbH

Section 2.1. Traffic Regulations

as well as further traffic management rules and information.

Exhibitor Access

You can reach our exhibition site via the A14 motorway, exiting at "Leipzig Messegelände" and along the "Messe-Allee" or via the B2 ("Maximilian Allee"), turning off at "Messe-Allee".

Please follow the signs on the exhibitor access roads.

Access to **Hall 1** is via the **Süd 1** access road from the **Messe-Allee**.

Exhibitor Entrance

At the access point, you must present your stand allocation documentation and will then receive an appropriate entry permit to drive onto the exhibition site.

This entry permit is only valid for set-up and dismantling. It must be placed behind your windscreen and be clearly visible.

Exhibitor Parking (during set-up and dismantling)

Throughout the entire set-up period, the designated fire access routes must be kept clear at all times.

Construction vehicles may only be parked in the marked areas and may not be permanently parked directly at the exhibition site during the set-up period due to limited space in traffic areas.

Once you have unloaded your vehicle, please move it immediately to the truck parking area (Outdoor Area 2). This will make things easier for all exhibitors. The truck parking area is free of charge until the event begins.

Please note that **a fee will be charged** for the truck parking area **during the event**.

Security Deposit Policy (during the event)


During the event, entry to the exhibition site for decorative set-up work, deliveries or collections is only possible for **1 hour on payment of a deposit**.

Deposit receipts are available at the deposit offices at the **Süd 1** access points.

The payment will only be refunded if the vehicle leaves the exhibition site **within** or at the **end of the deposit period**.

If the time period is exceeded, the deposit will be forfeited.

Security Deposit Policy

All classes of vehicle	Validity	Cost	Deposit Periods	Times
	1 hour from receiving the deposit receipt	100 EUR	04.05.2023 05.05.2023 06.05.2023	8 am - 8 pm 8 am - 7 pm 8 am - 12 pm

There will be no deposit returns after the above closing

Exhibitor Parking (during the event)

For the duration of the event, access to the exhibition site is only permitted with special parking authorisation in the form of a long-term parking permit for the inner grounds.

You can order long-term parking permits for the duration of the event in advance from the Leipzig Exhibition Centre online ordering system.

If you still need long-term parking tickets when you arrive, you can purchase them from the last-minute desk from a staff member of City-Parking.

Last Minute Desk

Dates	Time	Location
03.05.2023	9 am - 6 pm	Access Süd 1
04.05.2023	8 am - 12 pm	

Freight Forwarding Services

For safety and management reasons, the use of cranes, forklifts and other motorised industrial trucks for loading, unloading, set-up and dismantling on the exhibition site is reserved exclusively for the authorised exhibition freight forwarder.

No empty containers may be stored on or off the stands, inside the halls, the adjoining halls or in outdoor areas during set-up and dismantling and while the event is taking place.

DHL Global Event Logistics GmbH can handle transport and storage for you.

Authorised Freight Forwarder at the Leipziger Messe Exhibition Centre:

DHL Global Event Logistics GmbH Leipzig Branch Messe-Allee 1, 04356 Leipzig	Telefon: +49 341 678-7244 Fax: +49 341 678-7241 E-Mail: fairs.lej@dhl.com
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Please contact DHL directly in advance if you require services such as loading and unloading or empty/full-load storage.

Additional Event Information

Leipzig Exhibition Centre has parking spaces for mobile homes available in Outdoor Area 2 (truck parking) for some events. On-site sanitary facilities (WC) are available.

You can order parking spaces for mobile homes for the duration of the event in advance from the Leipzig Exhibition Centre online ordering system.


Duration of the Event

Opening Times for Visitors			Opening Times for Exhibitors		
Thursday	04.05.2023	9 am - 7 pm	Thursday	04.05.2023	8 am - 8 pm
Friday	05.05.2023	9 am - 6 pm	Friday	05.05.2023	8 am - 7 pm
Saturday	06.05.2023	9 am - 5 pm	Saturday	06.05.2023	8 am - 6 pm

Site Plan



Schedule

All Classes	Hall	Access	Dates	Time
	1	Süd 1	02.05.2023	6 am - 12 midnight
			03.05.2023	12 midnight - 10 pm



Credentials/regulations:

- ~ Stand allocation or authorisation from exhibitor etc.
- ~ Entry permit only valid for set-up and dismantling periods
- ~ Entry permits will be issued by the security staff

Additional stand construction time on 1 May 2023, from 12 pm can be booked.

Access on this day will also be via the Süd 1 access road.


During the Event

Vehicle	Hall	Time Period	Regulations
 < 3,5t and up to 5m	1	Throughout the entire duration of the event	~ Long-term parking permit for cars (and, if applicable, car trailers) as well as exhibitor passes for all vehicle passengers ~ Access for 1 hour, see security deposit policy ~ Trucks can be parked in Outdoor Area 2 (truck parking) for a fee during the event
 > 3,5t and over 5m	Location	Time Period	Special parking spaces are available for a fee: per space/vehicle up to 10 m long: €600 per space/vehicle over 10 m long: €1200 Informal application to Leipziger Messe GmbH Phone: +49 (0)341 678-7203 Email: parking@leipziger-messe.de
	Next to the halls	Throughout the entire duration of the event	

Dismantling

ATTENTION!!!

On the last day of the event, the exhibition site will be open to transport vehicles (incl. cars) for dismantling no earlier than **6 pm** via the **Süd 1** access road.

All Classes	Hall	Access	Dates	Time
	1	Süd 1	06.05.2023	6 pm - 12 midnight
			07.05.2023	24 hours
			08.05.2023	12 midnight - 6 pm

Please make sure your vehicles involved in dismantling do not arrive until just before **6 pm** so that they can drive onto the exhibition site immediately and without delay.

Any vehicles arriving earlier must park in **Outdoor Area 2** and will be called in from there.

These guidelines may be changed if necessary. Any instructions from on-site staff must be obeyed at all times.

Leipziger Messe GmbH – Contact:
 Department of Security and Traffic Management, Phone: + 49 (0)341 678-9968 or + 49 (0)341 678-9969 ,
 Email: traffic@leipziger-messe.de